

East Suffolk Community Partnership Board Call to Action

Mental Health and Wellbeing

Guidance Notes

Please DO take time to read these notes before applying – it will make a difference!

Key Information - Closing Date and Process

The Fund opens on 3rd November 2025 and will close at **5.00pm on Friday 28th November**. *Unfortunately, we will be unable to accept any applications after this time.* The shortlisted projects will be presented at the Community Partnership Board meeting on Tuesday 9th December 2025.

Aim

The aim of this grant fund is to enable VCFSE organisations - voluntary organisations, community groups, faith groups and social enterprises - to **improve mental health and wellbeing in groups that are at greater risk of experiencing challenges accessing support and services.**

As an initial guide to which groups would fall into this definition, we would include:

- Deprived communities e.g. those in the Core 20 most deprived 20% of areas in England (parts of Lowestoft, West Felixstowe and part of Beccles)
- Inclusion health groups e.g. people experiencing homelessness, drug and alcohol dependence, vulnerable refugees and migrants, Gypsy, Roma and Traveller communities, sex workers, people in contact with the justice system, victims of modern slavery
- People from minority ethnic communities
- Coastal communities
- Rural communities
- Family carers
- People with a learning disability or who are neurodivergent
- People with multiple long-term health conditions and/or a disability
- Other 'protected characteristic' groups as defined by the Equality Act 2010 – young people (particularly at key transition stages), older people (particularly if they have health issues, are lonely or have experienced loss), LGBTQI+ groups etc.

If you think there are other groups that fit the definition about, we would like to hear about them – so don't be limited by the list above.

The purpose of these grants is to take a preventative approach where possible, ensuring that mental health and wellbeing and resilience is supported and enhanced. Community Partnerships have supported dozens of mental health related projects since 2019, making an impact at a very local level.

How much funding is available? Will you fund 100%? What about Match Funding?

This grant programme is funded by our Community Partnership Board, which was set up to complement the work of our eight Community Partnerships and enable action against issues that are faced district wide.

We are offering grants up to a maximum of £15,000 for a minimum of five projects (the total pot is £75,000 and you are welcome to apply for any amount between £5,000 and £15,000) which support mental health and wellbeing in groups that might find it challenging to access services and support, particularly projects that focus on prevention and early intervention. This is an opportunity to be experimental, think creatively, to test new ideas and prove the case for longer term funding.

Match funding for projects is always welcome. Details of match funding should be included in your application.

Can we apply if we received funding previously? YES! As long as.....

If you have received funding from a Community Partnership or the Board in the past, you can apply to this grant fund only if you have sent back your monitoring return form(s). If you have not, sadly we will not consider your application – please contact grants@eastsoffolk.gov.uk if you wish to discuss this further.

Clear Community Benefit - Examples

Projects **MUST** have clear community benefit and provide local solutions to local needs. To help you, below are just a few examples (*the list is not exhaustive*) of the **type of projects** we could consider supporting:

- *Events to raise awareness of mental health and wellbeing*
- *Enhanced access to counselling or mentoring support*
- *Mental health champions to support discussion of mental health and wellbeing in communities/local networks.*
- *Transition buddies to support young people during times of change e.g. from Primary to Secondary school.*
- *Creative activities targeting those at greater risk of poor mental health e.g. dance, theatre, art workshops.*
- *Digital projects that increase resilience and coping strategies.*
- *Financial/life skills training to enable stability and preparation.*

So, we would expect to see applications that articulate costs for things like:

- *Staff and volunteer related costs, including reasonable expenses.*
- *Equipment that improves the sustainability of the project.*
- *Engagement and marketing methods that are effective and targeted.*
- *Solutions to connect school/community activities and home life.*
- *Access to provision for target groups, particularly those in 'transport deserts'.*

All costs must be explained in as much detail as possible.

When will the funding decisions be made and when must it be used?

- The applications will be assessed and shortlisted early in the week after the closing date
- The final decision will be taken at the Community Partnership Board meeting - 9th December 2025.
- **We are not asking you to fill in a detailed application form, but instead to provide some essential details in writing plus a video/presentation that lasts no longer than 7 minutes.** This should be pre-recorded (and could be a presentation with voice over or a video) – you won't be judged on the quality of your film as part of the assessment process, it is more about bringing your ideas to life!
- Details of what you should include in your video are provided in the section below
- The videos for the shortlisted projects will be played at the Community Partnership Board meeting, where there will also be time for questions and answers. This may be done via attendance at the meeting in person or via Microsoft Teams.
- Projects should be able to start in good time after the grant is provided.
- Any funding awarded must be used within 12 months of receiving the grant.
- If any funds are not used or you want to change the use of any funding allocated, you must email the Funding Team as soon as possible please at: grants@eastsuffolk.gov.uk

What should you cover in your presentation/video?

The following are the essentials that must be covered in your presentation/video:

1. The name of your organisation
2. The name of your project
3. The area within East Suffolk covered by your project e.g. the whole district, one Community Partnership area, one town
4. The target group/groups that will benefit from this project
5. What you are going to do and how – more information about the aims of your project, exactly what you are planning to do and how you will deliver it
6. Who is going to deliver it and whether you are working with any partners
7. When you are planning to do it – start and finish date
8. Why you think there is a need for this project – including why the focus on this target group, how you know that there is need and the evidence that you have
9. Total project cost
10. How much money you are requesting from the Community Partnership Board (maximum £15,000)
11. What this money will be spent on (be as specific as possible)
12. Details of any match funding, including volunteer time and donated goods or services
13. What outcomes you will deliver – let us know if you need some help defining your outcomes
14. How you will know you have made a difference

You are more likely to receive a grant if you:

- Are clear about exactly **how** the grant will be spent i.e. you have **clear and accurate costings**.
- Can demonstrate how the project will **deliver the outcomes identified**.
- Can demonstrate a clear **need** for the project.
- Can show the **track record** of your organisation around this theme.
- Can show that you are being as **inclusive** as possible.

What we cannot fund:

- **National and regional organisations unless** they have a local base and/or their application is for a specific project that will benefit people in East Suffolk. If the project will not exclusively benefit residents in East Suffolk, any award will be pro-rata e.g. if 30% of eligible residents are estimated to come from East Suffolk, we may fund 30% of the total eligible costs.
- Projects that will **displace or duplicate existing provision**. However, we do welcome applications that demonstrates collaborative working with another provider (existing or new)
- **VAT**: If you can claim back VAT, then VAT is not eligible as part of the costs of your project and should not be included
- **Bursaries or sponsorship for individuals**
- **A specific individual or family** – your project needs to support multiple people or families
- Groups operating as a **business for profit**
- Applications to cover **core costs, business as usual, or loss of income** for your organisation
- Activities that are **statutory obligations** e.g. curricular activity in schools
- Payments towards **endowment funds, deficit funding or loans**
- Activities promoting **political or religious beliefs**
- **Political parties** or organisations intending to **support or oppose any political party**
- **Projects that discriminate** on the groups of race, religion, disability, gender or sexual orientation
- **Sponsored or fundraising events**

Completing the Application Form (E-Form) & Acknowledgment

- Please complete the short form below and send this alongside your video/presentation
- Please check you have answered EVERY question (across the video and form). Unfortunately, some funding applications either leave out information or have figures that do not add up. This delays the process and causes both yourself and us extra work! And please don't forget to attach your policies and procedures (or give a web-link to them). *Thank you...and we look forward to seeing your videos.*
- If you have any queries or difficulties with the application form, please email us as soon as possible at: grants@eastsuffolk.gov.uk. We will endeavour to respond as soon as possible.
- If you do NOT receive a confirmation email within 5 working days of sending your application, please email us at the above address ASAP!
- **Please send your application as a WORD document (not a PDF).**

2025 Mental Health and Wellbeing - Call to Action Proposal Form

Section A – Key Details

Project Title:	
Brief description (2 lines max) to summarise the project.	
Lead organisation:	

Section B - Funding and resources

Please include a breakdown of all costs. Key points to consider include;

- Materials, venue hire, refreshments, publicity, etc should all be listed separately.
- Volunteer hours including planning and delivery of project should be included. The standard value rate is £13.13 per hour for over-18s. Specialist services provided free of charge should be costed at market value.
- If a project involves the repeated use of volunteers, for example a community session for 2 hours a month, the volunteer benefit should display the value of the course of the entire project or to a maximum of 12 months, whichever is longer.
- Donations of any kind should be included. This may include materials or services.
- Discounts negotiated should be noted alongside the relevant item.

Funding requested from the CP Board	£
Total cost of the project	£

Itemised breakdown:

Description	Cost
	£
	£
	£
	£
	£
	£
Project funding already in your account	£
Project funding approved but not yet in account	£
Pending funding applications (complete box below)	£
Provide details here of funding amount and source of funding:	

If there is a funding shortfall, please explain how this is being addressed.	
--	--

Volunteer hours

[X] hours at £13.13 p/hr over the course of the project, or annually if a multi-year project.	£
---	---

Donations of services/items - please specify below

	£
--	---

Total value of the project (cost of project + non-cash asset value)	£
---	---

CP Board contribution as a % of the total value of the project	
--	--

Section C - Lead delivery organisation details and documents

Which type of organisation are you? (If your project is operating under an 'umbrella' organisation and their own policies and procedures formally cover you, these will suffice).

<input type="checkbox"/> Community or voluntary group	<input type="checkbox"/> CIC / Social Enterprise
<input type="checkbox"/> Registered charity	<input type="checkbox"/> School
<input type="checkbox"/> Community Interest Organisation	<input type="checkbox"/> Village Hall / Recreation Ground Committee
<input type="checkbox"/> Local branch of a national VCSE organisation	<input type="checkbox"/> Town or Parish Council
<input type="checkbox"/> Charitable company limited by guarantee	<input type="checkbox"/> Private company limited by guarantee
If registered charity, please state number:	
If registered as a company, please state number:	

Which policies and procedures do you have in place?

Constitution/set of rules	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Child protection policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Vulnerable adults' policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Health and Safety policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Equalities policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

If you have answered 'N/A' to any of the list above, please explain further.

--

Section D - Declarations and authorisation

The following information will be used to process transfer of funds. Please ensure all details are correct.

Organisation to receive funding, exactly as written on your organisations bank account:	
Delivery organisation - Name of person representing (contact):	
Delivery Organisation - Contact Email:	
Delivery Organisation - Contact Tel. No.:	

The information you have supplied is being collected in order for East Suffolk Council to process your application for funding in accordance with the grant scheme guidance.

Your information will not be used for any other purpose. Your information will be shared with the East Suffolk Community Partnership Board and supporting officers in order to assess your application. The Board includes a range of organisations from the public, business/private and VCFSE (Voluntary, Community, Faith, Social Enterprise) sector. Only information relevant to the funding decision will be shared with external organisations.

Due to corporate retention requirements for financial information relating to this scheme, information relating to this application will be retained for 7 years.

Where you have supplied any personal data relating to other individuals, you should confirm that you have met your own obligations under data protection law, including the requirements that data is shared only where a lawful basis exists, and the data subject is informed of their rights. Data will be processed and held securely and in accordance with the UK General Data Protection Regulations and the Data Protection Act 2018 (and any updates). Further information about data protection and the full Communities Team privacy notice can be found on the East Suffolk Website:

<https://www.eastsuffolk.gov.uk/assets/Your-Council/Access-to-Information/Privacy-Notices/Communities-Privacy-Notice.pdf>

Declaration - I confirm that:

- I have the authority to represent the organisation making this grant application.
- All information provided in this application form is correct and complete to the best of my knowledge and I am not withholding any information that would be likely to affect the outcome of the application.
- I shall inform East Suffolk Council if, prior to any grant funding being awarded, I become aware of any further information which might reasonably be considered as relevant in deciding whether to fund the grant application.
- I have informed all individuals whose personal data has been included in this application or supporting paperwork that their information has been collected and shared, and I have advised them of the relevant East Suffolk Council Privacy Notices.
- I understand that without prior reference to me, the information given in this application may be submitted for checking against records held by East Suffolk Council or other organisations (such as government departments, other agencies, local authorities and the police) for the purposes of assessing my eligibility for grant funding or for the purposes of the prevention and detection of crime.
- I understand that where checks against other departments or organisations are made and discrepancies are identified, the Council may provide details of this application to those departments and organisations, and this may result in changes being made to those external records.
- I understand that data recorded by or on behalf of East Suffolk Council is subject to the Freedom of Information Act 2000, including information provided in relation to grant applications.

Signature:	
Date:	